

Agricultural Marketing Service
Office of Deputy Administrator
Cotton Division
Grading Branch/Classing Office
Agricultural Commodity Aid Cotton
GS-1981-04
(Field Representative)

SJ CN38

I. INTRODUCTION

The Classing Office carries out assigned Cotton Division programs within a designated geographical area. Programs include the classification of cotton, market news services, statistical procedures incidental to quality estimates of the cotton crop and annual carryover, cottonseed sampling, and other marketing and allied regulatory responsibilities.

Incumbent serves as field representative.

II. DUTIES AND RESPONSIBILITIES

Under the close supervision of a higher level Field Representative, the incumbent performs the following:

A. Inspection of Cotton Sampling

Incumbent discusses inadequacies of sampling with samplers, ginnermen and warehousemen, and emphasizes the importance of proper sampling to samplers and warehousemen at every opportunity, and demonstrates the proper sampling procedures when necessary. When incumbent doubts that proper sampling procedures are being followed or feels it is necessary to spot check a gin or warehouse where samples are not being drawn at time of inspection, draws additional samples from bales to appraise the performance of gin samplers and warehousemen. The incumbent takes these additional samples to the classing office for classing, and has the class compared with class that was put on original sample. Incumbent also examines bales from which samples were drawn to determine if samples were drawn properly. At gins equipped with mechanical cotton samplers, incumbent checks time elapsed between segments to determine that the mechanical samplers are operating properly. Prepares a cotton sampling report for each visit, discusses sampling with samplers and plant managers, and reports sampling irregularities to the supervisor for guidance. Corrections involve persuading the sampler, tactfully but firmly, to draw samples using procedures prescribed by the Division. The incumbent points out that an improperly drawn sample may not represent the actual grade of the cotton.

B. Inspection of Cottonseed Equipment and Procedures

Incumbent calls on oil mills and cottonseed purchasing points and inspects sampling equipment, sampling procedure, and methods of preparing and handling cottonseed samples. Determines that representative samples are being drawn. Inadequacies of equipment and irregularities in sampling procedure are discussed with the supervisor, and, as instructed, incumbent works with the licensed sampler and mill manager attempting to have corrections made. Prepares a report of each inspection. Incumbent assists in preparing reports and performs other related duties in the classing office as workload permits.

III. JOB CONTROLS

A. Responsibilities for the Work of Others: None

B. Supervision and Guidance Received:

The work is under close supervision of the Area Director and a field representative of higher grade. The incumbent receives very close technical supervision and guidance from his/her superiors. In performing the varied duties, specific instructions are followed. After a period of training, the incumbent has some latitude to exercise independent judgment in making on-the-spot solutions to varying problems in line with established policies and procedures. Work is reviewed for adequacy and conformance to instructions. Manuals are used as guidelines.

IV. OTHER

Numerous contacts with ginners, warehousemen, oil mills, sampling agents, growers, and others are made in the field in connection with the program. In the office, most contacts are with other employees. Prepares weekly reports summarizing activities and conditions relating to Cotton Division programs carried out during the week.